

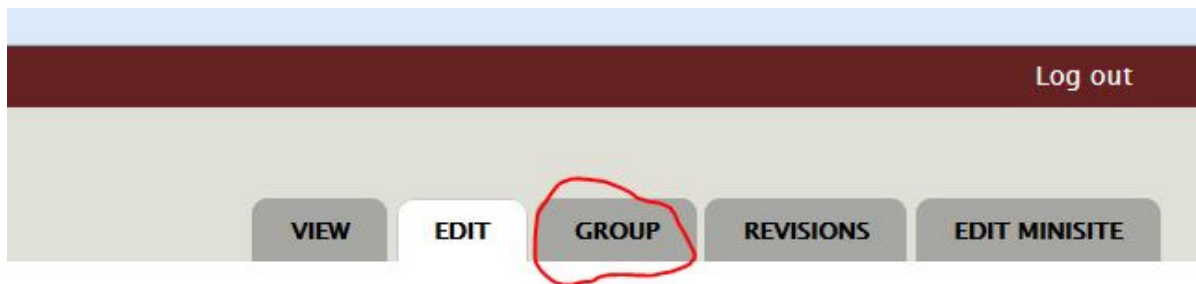
Adding a new user to a Group (Website):

(NOTE – The new user must already have been created before you can add them to the group. Please refer to the Creating a User Documentation for instructions on creating new users)

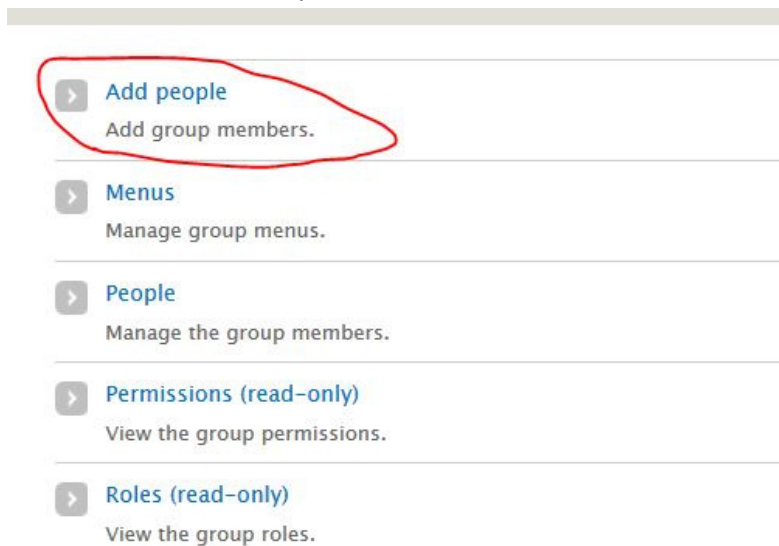
1. When logged in to a site as a Minisite Admin, click on the “Edit Minisite” Tab:



2. Next, Click the “Group” Tab:



3. Next, Click the “Add People” link:



4. Type the user name of the user you wish to add to the group. (This will cause the text-box to auto-populate choices that match your selection)
 - a. Select the “OG – Content Manager” check box
 - b. Click the “Add User” Button

ADD A GROUP MEMBER TO *DEPT. OF USEFUL FACTS*

User name *
jkirk

Roles
☐ administrator member
☐ OG – Minisite Admin
☒ OG – Content Manager

Request message

This is the text a user may send to the group administrators.

Add users

5. This will add the specified user to the group as a Content Manager. If you wish to add this user to multiple groups, this process must be repeated for each group.